

Student Placement Process at NBRHC

Step 1: Submit REQUEST

All student placement requests are processed through our Student Support Team in Human Resources at NBRHC by completing the NBRHC *Student Placement Request Form* and sending to studentsupport@nbrhc.on.ca at least eight weeks prior to the start of the placement.

STEP 2: School Documents

School must provide:

- Affiliation Agreement with NBRHC in good standing
- WSIB Student/Employer Declaration letter
- Certificate of Liability Insurance
- Blood Borne Pathogen Exposure Form

Step 3: Student Documents

All students must submit required documents listed below prior to placement beginning to ensure start date is not delayed.

Student must provide:

- NBRHC Forms*
- Police Vulnerable Sector Screening (within 12 months of placement start date)
- Immunization Records/Testing Completed in full including but not limited to TB Screening, Measles, Mumps and Rubella immunity, Tetanus, Diphtheria, Pertussis, Varicella, Hepatitis B (form provided)
- Influenza vaccination required no later than December 1 annually
- Proof of COVID Vaccination (first two vaccinations)
- Mask Fit (N95)
- Pending program, Basic Life Support may be required
- Non Violence Crisis Intervention (NVCI) certification – Crisis Prevention Institute (CPI)

*Students will be emailed NBRHC forms after their placement has been approved by NBRHC.

Student Placement Timeline

| | | Weeks Prior to Start of Placement | | | | |
|----------------|--|--|---|--|--|--|
| | | 8 weeks | 6 Weeks | 4 weeks | 2 weeks | Orientation |
| SCHOOL | | <ul style="list-style-type: none"> Student placement request form must be submitted | <ul style="list-style-type: none"> Affiliation agreement must be signed and submitted | <ul style="list-style-type: none"> Placement is confirmed by NBRHC - School is notified School has to submit required paperwork | | |
| STUDENT | | <ul style="list-style-type: none"> Student placement request form must be submitted Start Police Vulnerable Sector Screening Pending program, BLS may be required | <ul style="list-style-type: none"> Immunization Records/Testing Completed in full prior to beginning placement (see Criteria form) | <ul style="list-style-type: none"> Placement is confirmed by NBRHC - Student is notified with contact information Once approved, it is the student's responsibility to reach out to their assigned preceptor to coordinate their placement schedule. Student must submit required paperwork | <ul style="list-style-type: none"> Student must complete videos and e-learns. | <ul style="list-style-type: none"> Student is to visit HR for badge Attend orientation |

ID Badges

- There is a charge for NBRHC ID badges, the cost is \$10 per badge (replacement for lost badges is \$20). Students are required to pay NBRHC directly at the Cashier's Office, located next to the NBRHC Gift Shop.
- Student badges are to be returned at the end of placement.
- ID badges are not created until the student's placement begins and they will be received on their first day.
- ID badges must be worn at all times during the student's placement and be visible. If a student presents without their NBRHC ID badge, they will be asked to leave until they are wearing it.

Student Orientation

- All students that are approved for placement at NBRHC must complete the NBRHC Student orientation program prior to commencement of their placement.
- Onsite General Orientation program is offered biweekly and may affect the students planned placement start date (dates can be requested). Orientation ranges from one to four days in length, depending on the program.
- Students are provided the YouTube NBRHC orientation video link and the eLearns –all must be completed before attending the Health Centre's General Orientation program.
- Completion of components of the NBRHC Student Orientation is a condition of the student's placement.
- Non Violence Crisis Intervention training must be completed by CPI guidelines. Students can register for NVCI training at NBRHC at a cost of \$40.00 per student

Expense and ADC Training

- Nursing students will be scheduled for the necessary Expense and ADC training prior to the commencement of their student placement.

Parking

- "Pay as you go" parking access is set up on all NBRHC Students ID Badges remotely at the start of their placement and suspended at the end of their placement.
- Pay as you go rate for student is offered at a reduced rate of \$3.40 per day.
- Students are to park in Lot #10
- Students can enter and leave the designated parking lot as many times as they want within a 24 hour period.
- Students can pre-load their ID badges at the parking stations inside the Health Centre - refer to debit recharge instructions for details
- Optional monthly parking is available and can be paid at the Cashier's Office.

Staff Duress

- For the safety of everyone in our Health Centre, a Staff Duress Tag is a requirement in the following identified Units/Lodges based on risk:
 - Deer Lodge
 - Heron Lodge
 - Hummingbird Lodge
 - Owl Lodge
 - Osprey Lodge
 - Northern Lights Lodge
 - Birch/Maple Lodge
 - CAMHU C2
 - AIPU C2 & D2
 - PICU D2
 - Oak lodge
 - Nickel Lodge
 - Pod A1
 - Pod B1
 - Emergency Department
 - Renal
 - Forensic Outreach

Personal Protective Equipment

For the health and safety of employees, students, and contractors, all personal protective equipment requirements must be followed at all times. Should a student be found not following these requirements, it could result in removal from shift and/or placement.